



Republic of the Philippines
Department of Education
Schools Division of Benguet

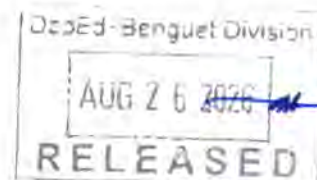
21 August 2026

DIVISION MEMORANDUM

No. 323, s.2026

**CONDUCT OF THE NATIONWIDE SIMULTANEOUS SCHOOL SAFETY
DRILL FOR ACTIVE ATTACK INCIDENTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
All Public-School Heads
All Private-School Heads
All Others Concerned



1. Pursuant to **Regional Memorandum No. 642, s. 2026**, dated August 20, 2026, titled **“Conduct of the Nationwide Simultaneous School Safety Drill for Active Attack Incidents,”** and consistent with the directives of the Department of Education (DepEd) and the Disaster Risk Reduction and Management Service (DRRMS), all public and private elementary and secondary schools in the Schools Division of Benguet are hereby directed to participate in the **Nationwide Simultaneous School Safety Drill for Active Attack Incidents on August 25, 2026 (Tuesday), at exactly 9:00 A.M.**

2. The activity aims to strengthen the preparedness and response capacities of schools for active attack incidents and reinforce safe, secure, and resilient learning environments. The drill shall be conducted based on each school's **localized School Contingency Plan for Active Attack Incidents**, using the prescribed policies, templates, playbooks, guidelines, and reference materials issued by the DRRMS.

3. Prior to the conduct of the drill, all schools shall:

a. **Develop, review, or update the School Contingency Plan for Active Attack Incidents** using the prescribed template and reference materials. The approved contingency plan shall be shared with the concerned Local Government Unit (LGU), Philippine National Police (PNP), and Parent-Teacher Association (PTA). The plan shall be approved by the School Head and acknowledged by the Schools Division Superintendent;

b. **Identify and address preparedness and logistical requirements**, including, as applicable, classroom security measures such as double-locking mechanisms or other appropriate measures, posting of Information, Education, and Communication (IEC) materials, identification of family reunification areas, designation of safe rooms and evacuation routes, establishment of emergency communication procedures, and other measures based on the school's risk assessment;

c. **Coordinate with relevant stakeholders**, including the PTA, LGU, PNP, Bureau of Fire Protection (BFP), Local Disaster Risk Reduction and Management Office (LDRMO), and other appropriate partners; and invite at least **one (1)**



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stakeholder or emergency response representative to serve as an external evaluator of the drill; and

d. **Activate the School Disaster Risk Reduction and Management (SDRRM) Team** and ensure that members perform their designated functions in accordance with the localized School Contingency Plan.

4. In accordance with the prescribed contingency protocol, schools shall familiarize concerned personnel and learners with appropriate protective actions, including:

a. **Lockout/Secure** when the threat is outside the school building or premises;

b. **Lockdown** when an active threat is verified inside the school;

c. Appropriate application of the **RUN, HIDE, FIGHT** situational response framework, with due consideration to the age, capacity, and circumstances of learners and personnel; and

d. Appropriate emergency communication, accountability, evacuation, reunification, and coordination procedures as provided in the school's localized contingency plan.

5. Schools shall ensure that designated off-site reunification areas, primary and alternate locations, communication channels, accountability procedures, and parent/guardian verification mechanisms are identified and incorporated into their contingency plans. Such locations and procedures shall be communicated only to authorized personnel and parents/guardians as appropriate.

6. The conduct of the drill shall be **age-appropriate, trauma-informed, learner-centered, and safety-focused**. Schools shall avoid the use of realistic simulations, props, sounds, or activities that may unnecessarily frighten, distress, or retraumatize learners or personnel. The emphasis shall be on preparedness, awareness, appropriate protective actions, coordinated response, accountability, reunification, and recovery.

7. Schools that are unable to conduct the Nationwide Simultaneous School Safety Drill on **August 25, 2026 (Tuesday), at 9:00 A.M.** due to valid and justifiable circumstances shall immediately inform the **Division DRRM Coordinator**, stating the reason for the non-conduct and indicating the proposed alternative schedule. The activity shall, as far as practicable, be conducted on a later date but **not later than September 30, 2026**.

8. Schools that have already conducted an **Active Attack Incident Drill** prior to August 25, 2026, shall no longer be required to repeat the activity, provided that the previously conducted drill substantially complied with the prescribed requirements. Such schools shall proceed with the submission of the required documentary requirements through the designated online reporting mechanism.

9. Following the conduct of the drill, all participating schools shall accomplish and submit the prescribed documentary requirements through the designated online reporting mechanism, including, as applicable:

a. Accomplished **Nationwide Simultaneous School Safety Drill for Active Attack Incidents Evaluation Form**;

b. **Means of Verification (MOVs)**, including appropriate photo and video documentation;

c. Updated **School Contingency Plan for Active Attack Incidents**; and



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d. Other documents or reports that may be required by the DRRMS, Regional Office, or Schools Division Office.

10. The Nationwide Simultaneous School Safety Drill for Active Attack Incidents shall be considered an **excused activity from the prescribed instructional block**, as the activity provides a *meaningful learning opportunity* for learners to understand and appreciate the importance of preparedness, personal safety, protective actions, coordinated response, accountability, reunification, and post-incident recovery.

11. School Heads shall ensure that the conduct of the drill is properly integrated into the school's learning activities and implemented in an **age-appropriate, trauma-informed, and learner-centered manner**, without compromising the physical safety and psychological well-being of learners, teaching personnel, and non-teaching personnel.

12. School Heads and School DRRM Coordinators shall provide appropriate **pre-drill orientation and post-drill processing/debriefing**, as necessary, particularly for learners and personnel who may experience fear, anxiety, distress, or other adverse reactions during or after the simulation. Appropriate referral and psychosocial support shall be provided when warranted.

13. In the event of an **actual active attack incident**, the School Head shall activate the appropriate emergency response and learning continuity measures based on the actual safety, well-being, and recovery conditions of the school and in accordance with **DepEd Order No. 14, s. 2026, or the Guidelines on Learning Continuity in Emergencies**.

The **4H Learning Continuity Framework** shall guide the school's learning response, as applicable:

a. **HINTO (Stop)** – when the situation is dangerous and the safety or basic needs of learners and personnel are at risk. Academic learning shall be temporarily suspended while priority is given to protection, emergency response, psychosocial support, and basic needs;

b. **HINGA (Check-in)** – when significant stress or disruption is present and recovery is ongoing. Well-being checks shall be prioritized, while academic demands are reduced and appropriate low-stakes learning activities and support are provided;

c. **HINAY (Ease-in)** – when conditions permit learning to continue but require a slower, more flexible, and stress-sensitive approach, with appropriate adjustments in learning activities, pacing, and workload; and

d. **HAYO (Continue)** – when learners, teachers, and school personnel are safe and conditions have stabilized, allowing regular in-person teaching and learning activities to resume.

14. Following an actual active attack incident, schools shall prioritize **life safety, psychological first aid, psychosocial support, learner and personnel well-being, facility and safety assessment, learning continuity, and recovery**. An after-action review shall be conducted to identify operational gaps, document lessons learned, and update the School Contingency Plan, as necessary.

15. For the Schools Division of Benguet, **Benguet National High School (BNHS)** shall serve as the **ceremonial venue** for the Nationwide Simultaneous School Safety Drill for Active Attack Incidents.

The Schools Division Office (SDO) Team, together with concerned partner agencies and stakeholders, shall join the Regional Team at BNHS for the **online viewing of the nationwide simultaneous drill** at 9:00 A.M. Immediately after the online viewing, the **actual simulation of the Active Attack Incident Drill shall be conducted at Benguet**



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National High School, with the SDO Team and partner agencies coordinating with the BNHS and concerned school stakeholders.

16. The **Technical Working Group (TWG)** for the conduct of the activity is provided in **Annex 1** of this Memorandum. The TWG shall undertake all necessary coordination and preparatory activities to ensure the safe, orderly, and meaningful conduct of the activity.

Further, the TWG shall conduct a **coordination meeting and drill simulation** with partner agencies and BNHS stakeholders on **Monday, August 24, 2026, at 1:00 P.M. at Benguet National High School**, in preparation for the actual drill on August 25, 2026.

17. Expenses incidental to the conduct of the drill may be charged against **local funds, School Maintenance and Other Operating Expenses (MOOE), and/or other available funds**, subject to existing budgeting, accounting, procurement, and auditing rules and regulations.

18. All concerned personnel are directed to ensure the **widest dissemination** of this Memorandum and the prescribed reference materials to all concerned teaching and non-teaching personnel, learners, parents/guardians, and relevant stakeholders, as appropriate.

19. For the proper preparation and conduct of the activity, schools may access the **reference materials, templates, guidelines, IEC materials, and other relevant resources** pertaining to the Nationwide Simultaneous School Safety Drill for Active Attack Incidents through:

<https://tinyurl.com/SafetyDrillBenguet>

20. School Heads and School DRRM Coordinators are encouraged to utilize the prescribed materials in preparing and localizing their respective **School Contingency Plans for Active Attack Incidents**, orienting learners and personnel, coordinating with relevant stakeholders, and facilitating the conduct and evaluation of the drill.

21. Immediate and appropriate action is expected from all concerned for the **safe, orderly, meaningful, and successful conduct** of the Nationwide Simultaneous School Safety Drill for Active Attack Incidents.

22. For clarifications and technical assistance, schools may coordinate with the **Schools Division DRRM Office** through the Division DRRM Coordinator, **Mr. Christopher W. Lao-e**, at **0950 075 2174** or through email at christopher.laoe@deped.gov.ph.

23. For immediate dissemination and compliance.

CARMEL F. MERIS

OIC - Schools Division Superintendent

For the OIC-SDS:

-sgd

NOVERY KEITHLEY S. MENTE

OIC – Assistant Schools Division Superintendent

Enclosure: As stated
SGOD/SMN/DRRM/cwl2026



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Annex 2. LIST OF ESSENTIAL MATERIALS FOR THE CONDUCT OF THE NATIONWIDE
SIMULTANEOUS SCHOOL SAFETY DRILL FOR ACTIVE ATTACK INCIDENTS

**The offices concerned shall facilitate and ensure that the necessary materials and equipment are available and ready for the activity.*

1. Drone, subject to applicable safety, privacy, and operational protocols;
2. Megaphones;
3. Two-way radios;
4. First-aid Kits;
5. Television/projector and other audiovisual equipment;
6. Documentation equipment; and
7. Other essential materials and equipment as may be necessary for the safe and effective conduct of the activity.